

Workers' Compensation Court E-Filing Guidelines

Original Service

While all new petitions filed with the Court will be electronically filed using *File & Serve*, the first documents served on opposing parties will be served in the **traditional paper** process. The Certificate of Service will then be filed electronically with the Court.

Please note: Effective March 1, 2014, Rule 1.6 of the Rules of Practice of the Rhode Island Workers' Compensation Court requires that "Case Initiating Documents shall include the Language Assistance Notice which informs the recipient of the right to a foreign language interpreter at no cost and contains instructions about how to obtain language assistance services". This notice is located on the Judiciary's website at www.courts.ri.gov under the heading of Forms, Workers' Compensation Court.

Lead Documents and Additional Attachments

The basic rule of thumb is that anything that will be docketed separately should be in its own PDF file. As an example, if a Claim for Trial is being E-filed and also a Motion, they need to be separate filings, but can be contained in the same envelope. The system creates an event and attaches a document in Odyssey Case Management for each E-filing. This process will be explained in *File and Serve* training.

To facilitate internal handling of large attachments, the court prefers that an index be created as a separate PDF document from the primary pleading and submitted as an attachment to the e-filing.

Distinct documents, such as an Entry of Appearance or Certificate of Service, should not be combined with another document into a single PDF file.

Size of Attachments

For optimal manageability, the court recommends that files do not exceed 25 MB per envelope. There are practical limits to the size of an electronic document that judges and staff can quickly and easily retrieve and read within the case management system.

What if I need to withdraw an e-filing from being posted on File & Serve?

After a filing has been submitted but before the court's review has begun, a **Cancel** button is available for that filing in your **Filings** queue.

If the Court has begun review of the document, the cancel button will not be available.

If the Court has begun its review and the **Cancel** button is not available, contact the clerk's office to discuss your filing.

Do I have access to the documents that I file in the system?

Yes, by using the **My Filings** feature located on the **Filings** tab, you can find and view information concerning electronic filings that have been submitted to File & Serve through your user name or by any member of your firm.

After a transaction is completed, you can access a PDF version of all of your filings through the system. This PDF version is read-only; it can no longer be modified.

While the File & Serve envelope is available indefinitely, the document attachments in File & Serve will only be available for viewing for 30 days.

Are hyperlinks permissible in PDF documents?

No. Internal and External links are not permissible in File & Serve.

Is it acceptable to use the file attachments option within a PDF document?

No, it is not acceptable to use the file attachment option within a PDF document.

REMINDER ABOUT FILE AND SERVE TRAINING

Be sure to sign up for the Tyler File and Serve Webinar Training at <http://www.tylertech.com/news-events/tyler-events/client-training/odyssey-file-serve-online-training>

The Webinar will also be offered at Kent County Courthouse. Please note: There will be a proctor at the Kent location. This person will not be able to answer any questions regarding the File & Serve software. If you would like to go to Kent County to view the Webinar, email your request for a seat to trainingsession@courts.ri.gov **prior** to registering for the Webinar. There are only 20 seats available in the Kent training room per Webinar, so it is necessary to confirm that you have a seat in the Kent County training room before you sign up for the Webinar.

FINANCIAL/SECURITY QUESTIONS

First, what will be available in terms of proof of payment of the filing fee? Receipt? Confirmation? Will there be monthly summaries available?

Filers receive a submission confirmation as well as an 'accepted' notification. This notification contains case/filing information as well as a link to the document. From the Filings portion of the File & Serve workspace, the export button will generate an xml output of filing information.

Order ID	Case	Status	Court Fee	Service Fee	Convenience Fee	Total Fee	Filer	Attorney	Filing Title	Filing Type
9000011800		Submitted	\$3.25	\$0.00	\$0.00	\$3.25	3.25_filer name	attorneyName	test1	ETFile
9000011800		Submitted	\$3.25	\$0.00	\$0.00	\$3.25	3.25_filer name	attorneyName	test1	ETFile
9000011730	201400072	AcceptedByCo	\$3.25	\$0.00	\$0.00	\$3.25	3.25_filer name	attorneyName	workflow path test 2	ETFile
9000011730	201400072	AcceptedByCo	\$3.25	\$0.00	\$0.00	\$3.25	3.25_filer name	attorneyName	workflow path test	ETFile
9000011700	201400070	AcceptedByCo	\$3.25	\$0.00	\$0.00	\$3.25	3.25_filer name	attorneyName	codegeneration test	ETFile
9000011800		RejectedByCo	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	test test test	ETFile
9000011800		AcceptedByCo	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	test test test	ETFile
9000011800		RejectedByCo	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	test test test	ETFile
9000011800	201400067	AcceptedByCo	\$3.25	\$0.00	\$0.00	\$3.25	3.25_filer name	attorneyName	notification	ETFile
9000011800		RejectedByCo	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	notification for specific Comp & Something	ETFile
9000011800		UnderReview	\$3.25	\$0.00	\$0.00	\$3.25	3.25_filer name	attorneyName	TNAU	ETFile
9000011800	201400018	AcceptedByCo	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	entry	ETFile
9000011800	201400018	Rejected	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	initial	ETFile
9000011800	201400018	Accepted	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	proposed order to vacate	ETFile
9000011800	201400018	Accepted	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	Proposed Order	ETFile
9000011800	201400018	AcceptedByCo	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	Original Petition for	ETFile
9000011800		Draft	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	Initial Filing	ETFile
9000011800	201400015	UnderReview	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	Training	ETFile
9000011800	201400015	Rejected	\$0.00	\$0.00	\$0.00	\$0.00	0_filer name	attorneyName	Proposed Order Test	ETFile

A receipt is also sent upon acceptance of the filing.

Case # 201206683 - LJM PACKAGING CO INC VS DELMIS OZUNA (Bertness, Janette A.)

Case Information

Location

Date Filed

Case Number

Case Description

Assigned to Judge

Attorney

Firm Name

Filed By

Workers' Compensation Court

2/4/2014 2:59:01 PM

201206683

LJM PACKAGING CO INC VS DELMIS OZUNA

Bertness, Janette A.

Weybosset Attorneys at Laws

Fees

Convenience Fee

Total Court Case Fees

Total Court Filing Fees

Total Filing & Service Fee

Grand Total

\$1.80

\$20.00

\$0.00

\$5.00

\$26.80

Payment

Account Name

Transaction Amount

Transaction Response

Transaction ID

Order ID

Weybossey Attorneys CC

\$26.80

Approved

178

0000001470

Employee's Petition to Review and/or Amend Agreement

Filing Type

Filing Code

Filing Description

Reference Number

Comments

Preliminary Copies

Status

Accepted Date

EFile

Employee's Petition to Review and/or Amend Agreement

test filing

iiiiii

Accepted

2/4/2014 3:01:56 PM

Fees

Court Fee

Filing & Service Fee

\$0.00

\$0.00

Documents

Lead Document

Attachments

Stamped Document

W.C.C. 4 (03-09).pdf [Original] [Transmitted]

View Stamped Document

41,772 bytes

75,418 bytes

Second, what are the security arrangements? Is the data and credit card information encrypted?

Tyler partners with Chase Paymentech through the Tyler Online Gateway (TOGA) to process payment information. Entry and update of payment information is processed through TOGA. Additionally, we are PCI Compliant.

All filings are sent via HTTPS/SSL. The databank facility which hosts Odyssey File & Serve is SSAE16 compliant. A user may only view documents he or she files directly or those filed by someone else within the same firm. Documents filed electronically are held for thirty (30) days in Odyssey File & Serve and are then purged. Once purged from Odyssey File & Serve, the documents are only accessible through the Judiciary's case management system.

E-filing of New Petitions

ALL LEAD DOCUMENTS AND ADDITIONAL ATTACHMENTS MUST BE IN ADOBE PDF FORM PRIOR TO E-FILING

Petition for an Order Concerning Payment for Medical Services

Lead Document: A completed **Petition for an Order Concerning Payment for Medical Services**

Additional Attachments:

1. Civil Case Cover Sheet (form CC-10) as required by the Art. X, Rule 1(g) of the Supreme Court Rules Governing Electronic Filing.
2. Required Filing Documents
 - a. Secretary of State Corporate Database sheet
 - b. Department of Labor and Training verification of insurance carrier
3. Document(s) establishing liability, if any
4. An itemized bill(s) from the healthcare provider
5. An affidavit of the healthcare provider
6. Any additional information filed in support of the petition. If necessary, create an index for a larger addendum and submit the index as its own attachment.

Petition for Compensation Benefits by Dependents of Deceased Employee

Lead Document: A completed **Petition for Compensation Benefits by Dependents of Deceased Employee**

Additional Attachments:

1. Civil Case Cover Sheet (form CC-10) as required by the Art. X, Rule 1(g) of the Supreme Court Rules Governing Electronic Filing.
2. Required Filing Documents
 - a. Secretary of State Corporate Database sheet
 - b. Department of Labor and Training verification of insurance carrier
3. Any additional information filed in support of the petition. If necessary, create an index for a larger addendum and submit the index as its own attachment.

Employee's Petition to Review and/or Amend Agreement or Decree

Lead Document: The Completed **Employee's Petition to Review and/or Amend Agreement or Decree**

Additional Attachments:

1. Civil Case Cover Sheet (form CC-10) as required by the Art. X, Rule 1(g) of the Supreme Court Rules Governing Electronic Filing.

2. Required Filing Documents
 - a. Secretary of State Corporate Database sheet
 - b. Department of Labor and Training verification of insurance carrier
3. Copies of agreement(s), order(s) and/or decree(s) sought to be reviewed
4. Any additional information filed in support of the petition. If necessary, create an index for a larger addendum and submit the index as its own attachment.

Employee's Petition for Compensation Benefits (Original Petition)

Lead Document: The Completed **Employee's Petition for Compensation Benefits (Original Petition)**

Additional Attachments:

1. Civil Case Cover Sheet (form CC-10) as required by the Art. X, Rule 1(g) of the Supreme Court Rules Governing Electronic Filing.
2. Required Filing Documents
 - a. Secretary of State Corporate Database sheet
 - b. Department of Labor and Training verification of insurance carrier
3. Any additional information filed in support of the petition. If necessary, create an index for a larger addendum and submit the index as its own attachment.

Employer's Petition to Review Agreement or Decree Concerning Compensation

Lead Document: The Completed **Employer's Petition to Review Agreement or Decree Concerning Compensation**

Additional Attachments:

1. Civil Case Cover Sheet (form CC-10) as required by the Art. X, Rule 1(g) of the Supreme Court Rules Governing Electronic Filing.
2. Required Filing Documents
 - a. Secretary of State Corporate Database sheet
 - b. Department of Labor and Training verification of insurance carrier
3. Copies of agreement(s), order(s) and/or decree(s) sought to be reviewed
4. Any additional information filed in support of the petition. If necessary, create an index for a larger addendum and submit the index as its own attachment.

Request for Permission for Major Surgery

SELECT "WAIVER" AS PAYMENT TYPE

Lead Document: The Completed **Request for Permission for Major Surgery**

Additional Attachments:

1. Civil Case Cover Sheet (form CC-10) as required by the Art. X, Rule 1(g) of the Supreme Court Rules Governing Electronic Filing.
2. Required Filing Documents
 - a. Secretary of State Corporate Database sheet
 - b. Department of Labor and Training verification of insurance carrier
3. Document(s) establishing liability, if any.
4. A copy of the denied request for major surgery.
5. An statement of the healthcare provider.
6. Any additional information filed in support of the petition. If necessary, create an index for a larger addendum and submit the index as its own attachment.

Petition to Enforce

Lead Document: Petition to Enforce prepared on 8 ½ X 11 inch paper.

Additional Attachments:

1. Civil Case Cover Sheet (form CC-10) as required by the Art. X, Rule 1(g) of the Supreme Court Rules Governing Electronic Filing.
2. Required Filing Documents
 - a. Secretary of State Corporate Database sheet
 - b. Department of Labor and Training verification of insurance carrier
3. Copies of order(s) and/or decree(s) sought to be enforced.
4. Any additional information filed in support of the petition. If necessary, create an index for a larger addendum and submit the index as its own attachment.

E-filing of Commutations

Since each document will be marked as an exhibit during the hearing, each document must be individually filed during the e-filing process.

Proposed Orders and Decrees will not be filed with the Petition for Commutation. These documents will be presented at the hearing and, once entered, the clerk will scan the document into the case management system.

In order to file an assignment stipulation with the filing, an attorney should call the Workers' Compensation Clerk's office to request an assignment date/time/judge prior to E-filing the Petition for Commutation.

Lump Sum Settlement

Lead Document: Duly executed Petition for Settlement

Additional Attachments:

1. Civil Case Cover Sheet (form CC-10) as required by the Art. X, Rule 1(g) of the Supreme Court Rules Governing Electronic Filing.
2. A signed Attorney Worksheet for Lump-Sum or Structured-Type Settlements
3. Assignment Stipulation
4. Legible copies of all agreements orders and decrees, as individual attachments, establishing:
 - a. Liability and periods of disability
 - b. For specific compensation
 - c. Weekly or medical payments for any "Flow From" injury.
5. Affidavit from the employer regarding the proposed settlement.
6. Copy of the most recent Court Impartial Medical Examination.
7. A statement of the Treating Physician.
8. A Life Expectancy Table.
9. An affidavit of the employee regarding CMS: Medicare and Social Security.
10. A list of treating medical providers and all outstanding balances owed.
11. A copy of all notices of liens
12. A copy of Structured Settlement Agreement, if applicable.
13. A copy of the Medicare Set-Aside Agreement, if applicable.

Medicals Open Settlements

Lead Document: Duly executed Petition for Settlement

Additional Attachments:

1. Civil Case Cover Sheet (form CC-10) as required by the Art. X, Rule 1(g) of the Supreme Court Rules Governing Electronic Filing.
2. A signed Worksheet for “Meds Open” Settlements Where Medical Payments Will Continue
3. Assignment stipulation
4. Legible copies of all agreements orders and decrees, as individual attachments, establishing:
 - a. Liability and periods of disability
 - b. For specific compensation
 - c. Weekly or medical payments for any “Flow From” injury.
5. Affidavit from the employer regarding the proposed settlement.
6. Copy of all Impartial Medical Examinations.
7. A statement of the Treating Physician.
8. A Life Expectancy Table.
9. A list of treating medical providers and all outstanding balances owed.

E-filing of Supplemental Documents

BE SURE THE CASE NUMBER APPEARS ON THE LEAD DOCUMENT

Pretrial Exchange of Documents

Lead Document:

The packet of documents to be exchanged at pretrial must be preceded by an index page. The lead document is comprised of the index page.

Additional Attachments:

Documents to be exchanged.

Entry of Appearance

Lead Document:

Stipulation Form with the attorney's entry of appearance specifying the case number, the party to be represented and signed by the attorney. Co-Counsel will have to file **INDIVIDUAL** Entries. File and Serve uses each filing to add the attorney into Odyssey.

Additional Attachments:

None

Claim for Trial

Lead Document:

Completed Claim for Trial form.

Additional Attachments:

None

Medical Records Submitted for an IME

Lead Document: An index page describing the medical records submitted.

Additional Attachments: The Court's copy of the packet of medical documents to be provided to the Impartial Medical Examiner scanned and using separator pages based upon the index.

NOTE: A paper copy of the medicals, along with the check for the IME will be filed at the clerk's office.

Withdrawal Stipulation (No Entry of Appearance for Opposing Counsel)

Lead Document:

Completed Withdrawal Stipulation

Additional Attachments:

None

Consent Decrees or Withdrawal Stipulations where both sides having entered their appearance cannot be e-filed. These documents should be presented to the Court at the time of hearing.

Memos

Lead Document: Memos

Additional Attachments:

None

Motions

Lead Document: Motion

Additional Attachments:

None

Claims of Appeal

Lead Document: Completed Claim of Appeal form

Additional Attachments:

None

Certificate of Service

Lead Document: Completed Certificate of Service

Additional Attachments:

None